









Access to Housing Policy Review Recommendations

Summary Review Progress				
				Total
0	4	0	4	8
Recommendation and Action	Owner	Timescale	RAG	Progress
RECOMMENDATION 1 That a Sunderland Choice Based Lettings Scheme be developed and introduced that provides a single entry point and single waiting list for the allocation of social housing stock within the city	Caddick, Alan	not set		
1.1 Joint System with Gentoo currently being developed as part of HHAS Access to Housing project. Phase 1 - A joint system with Gentoo.	Caddick, Alan	31/12/2010		<ul style="list-style-type: none"> • Due to delays in finalising the final specification for the new IT system there have been delays subsequently in the implementation of the new scheme. The scheme is now scheduled to go live in December 2011, subject to Cabinet Approval for the new Policy
1.2 RSL's and accredited Private Landlords currently being developed as part of HHAS Access to Housing project. Phase 2 - Involving all other RSL's and accredited Private Landlords.	Caddick, Alan	31/03/2012		<ul style="list-style-type: none"> • All Registered Providers with accommodation in the city have been consulted on the new policy and have signed up to it. Work with Accredited Landlords will be managed through the Private Landlords Forum which meets up on a regular basis.
RECOMMENDATION 2 That a sub-regional Choice Based Lettings scheme be introduced, subject to the relevant governance process being adhered to, initially in Tyne and Wear but working closely with neighbouring local authorities who are not initially part of the scheme, to ensure that cross-border movement of tenants is not hampered, and subject to local policies and initiatives being included	Caddick, Alan	not set		
2.1 Continue the work already ongoing with the development of a Tyne & Wear sub regional CBL scheme. Begin engagement with other neighbouring Local Authorities not included in the Tyne & Wear Group, namely County Durham	Caddick, Alan	31/03/2012		<ul style="list-style-type: none"> • The Tyne and Wear Scheme - Tyne and Wear Homes - has been agreed and will go live in December 2011. Ongoing engagement with Durham continues to ensure the interfaces between them and us are managed appropriately.
RECOMMENDATION 3 That any Choice Based Lettings Scheme is only fully introduced on completion of an in-depth consultation exercise, to include the Sustainable Communities Scrutiny Committee and based upon the principles of the Fair and Flexible guidance	Caddick, Alan	not set		
3.1 Create a consultation plan for the implementation of CBL and ensure a Consultation rep. is part of the Project Team	Caddick, Alan	31/05/2010		<ul style="list-style-type: none"> • complete
RECOMMENDATION 4 That any banding system introduced, as part of a Choice Based Lettings scheme, should fulfil any prescribed legal criteria, is needs based, well publicised and that those in the greatest of need are not disadvantaged by such system	Caddick, Alan	not set		
4.1 Legal Service to be fully involved within Project team and to comment on all proposals	Caddick, Alan	31/05/2010		<ul style="list-style-type: none"> • complete
RECOMMENDATION 5 That in leading the process, Sunderland City Council encourages Gentoo to undertake to jointly address the confusion and clarifies the respective roles of each organisation in relation to housing	Caddick, Alan	not set		
5.1 Jointly engage with customers as part of the consultation plan and create published service standards that are regular monitored and publicly reported on	Caddick, Alan	31/12/2010		<ul style="list-style-type: none"> • There has been ongoing engagement with customers as part of the Policy Development and a section on Service Standards has been included in the Policy. Achieved
RECOMMENDATION 6 That universal housing literature for Sunderland that outlines an easy step by step guide for potential and current customers to the housing process be produced	Caddick, Alan	not set		
6.1 Involve communication reps in the Project Team and use the consultation to the type of literature that is produced. Link to the Reducing the Risk of Homelessness Project as work already carried out.	Caddick, Alan	31/12/2010		<ul style="list-style-type: none"> • complete

Recommendation and Action	Owner	Timescale	RAG	Progress
RECOMMENDATION 7 That Sunderland City Council and key stakeholders review the current customer experience and look to ensure that throughout the housing process there is sufficient information that ensures customer expectations are managed appropriately	Caddick, Alan	not set		
7.1 Review of the current customer experience & link to the work currently being done on outcome monitoring and the literature being created (Linked to 3, 5 & 6)	Caddick, Alan	31/12/2010	●	<ul style="list-style-type: none"> Some work has been done on this and will be shared with Committee once it has been further developed.





Local Studies Provision Policy Review Recommendations

Summary Review Progress				
				Total
0	5	0	7	12
Recommendation and Action	Owner	Due Date	RAG	Progress
RECOMMENDATION 1 Marketing of the local studies provision is undertaken across Council services to promote the unique collections it holds and its contribution to the key priorities for the City within the Sunderland Strategy	Hall, Jane	not set		
1.1 Action Plan to be devised for a marketing and communication strategy in relation to Local Studies services within the City, working within budget restrictions.	Hall, Jane	31/10/2010		<ul style="list-style-type: none"> Although no dedicated budget for marketing of Local Studies is currently available, services continue to be marketed as part of the Library Service. The Library Service is currently undertaking a major review which will look to improve future service delivery - ongoing.
RECOMMENDATION 2 The City Council's Principal Librarian duties include a strategic overview of local studies provision in Sunderland	Hall, Jane	not set		
2.1 Job Description for Local Studies Manager to be revised to include strategic overview and outreach work	Hall, Jane	31/08/2010		<ul style="list-style-type: none"> Local Studies Manager - Aimee Waugh appointed Nov 2010. Aimee will be undertaking a full induction within the library service, prior to her developing the recommendations from the review.
RECOMMENDATION 3 An assessment of the feasibility of a research facility being established as a means of generating income and increasing capacity within the Local Studies service be undertaken, and links be made with the City's Registrars service to develop closer partnership working	Hall, Jane	not set		
3.1 Investigations to be undertaken to establish the feasibility of a research facility service. Further links and partnership work to be established with City's Registrars to build on previous partnership working, following appointment of Local Studies Manager	Hall, Jane	31/12/2010		<ul style="list-style-type: none"> This aspect of the review will be addressed as part of the library service review and delivered via appointment of the Local Studies Manager. Continuing to work with the City Registrars to ensure lines of communication and best practice are achieved where possible - ongoing.
RECOMMENDATION 4 Partnership working with other cultural organisations across the region such as the archiving bodies, records offices, museums and other local authorities be further increased	Hall, Jane	not set		
4.1 To build on existing working relations with partners across the region to raise the profile of Local Studies services within the City and the region and develop further projects	Hall, Jane	not set		<ul style="list-style-type: none"> Society of Chief Librarians (Heritage Working Group) has been established in recent years, and works to delivering joint projects and shared levels of best practice. Continue to work in partnership with TWAM, English Heritage and regional partners to deliver projects including Heritage Open Days - ongoing.

Recommendation and Action	Owner	Due Date	RAG	Progress
RECOMMENDATION 5 The regular users of the Local Studies provision, who are currently providing informal support and advice to ad hoc users, be formally acknowledged as volunteers and co-ordinated through the introduction of Family History Champions and Family History Surgeries and supported through training and development opportunities	Hall, Jane	not set		
5.1 Programme to commence which will enable volunteers to work alongside Local Studies Staff to provide advice and support to service users, as well as supporting training and development.	Hall, Jane	not set	●	<ul style="list-style-type: none"> • Role of Local Studies Manager will be to develop a Focus Group/Friends Group in relation to Local Studies in order to further develop the service.
RECOMMENDATION 6 A guide be produced and widely distributed that summarises the key cultural / heritage organisations across the region and includes specific information on the type of information held by each organisation, their location and accessibility, and advice be sought as to whether this could be coordinated regionally through the Society of Chief Librarians (North East) Local Studies Group	Hall, Jane	not set		
6.1 To work with the SCLNE to build on existing electronic resource, which could be promoted as a tool for the region to promote services and activities.	Hall, Jane	not set	★	<ul style="list-style-type: none"> • Ongoing discussions with regional partners to continue to develop electronic directory. Funding issues will need to be investigated for the development and ongoing maintenance of any materials developed as part of the project - ongoing
RECOMMENDATION 7 Consideration be given to increasing access to Local Studies resources in the Coalfields area, subject to resources, and in the longer term any plans for future developments for the local studies service to include the Coalfields area	Hall, Jane	not set		
7.1 Work with Coalfields area committee to look at future development plans in relation to the heritage agenda within the Coalfield area, working within existing budgets and resources.	Hall, Jane	31/03/2011	★	<ul style="list-style-type: none"> • Projects now ongoing to address this area, with studies currently being undertaken in the Coalfields and Washington Areas to look at the heritage agenda, along with collections and assets in the area.
RECOMMENDATION 8 New local studies and heritage projects be undertaken on a regular basis to attract a wider range of public involvement and that appropriate funding opportunities be explored	Hall, Jane	not set		
8.1 New projects to be devised as funding opportunities become available, working within existing staffing and resources	Hall, Jane	30/04/2011	★	<ul style="list-style-type: none"> • Ongoing - projects ongoing include Herrington Hall Stones, Washington Mining Project, with applications going forward for the Washington Area to include a further Heritage Festival and a Victorian Christmas event for 2011.
RECOMMENDATION 9 The existing Family History and Ancestry Website Taster Sessions currently delivered by the Local Studies service be extended to evenings and weekends to attract and enable a wider range of people to attend	Hall, Jane	not set		
9.1 Sessions to be extended to include hard to reach groups, incorporating evenings and weekends.	Hall, Jane	31/12/2010	★	<ul style="list-style-type: none"> • Ongoing - continue to deliver sessions, including evenings, weekends and outside events.

Recommendation and Action	Owner	Due Date	RAG	Progress
RECOMMENDATION 10 There is increased consultation with the users of the Local Studies service through the introduction of a 'Friends' group or through other means of regular consultation	Hall, Jane	not set		
10.1 Friends of Local Studies Group to be created	Hall, Jane	01/10/2010	●	<ul style="list-style-type: none"> Group to be established following induction of Local Studies Manager who will take forward the work plan, in partnership with group.
RECOMMENDATION 11 Links continue to be developed with local historical societies and 'Friends' Groups as an additional means of increasing consultation and widening participation in the Local Studies service	Hall, Jane	not set		
11.1 Sunderland Heritage Forum to continue through the support of the City Council	Hall, Jane	not set	★	<ul style="list-style-type: none"> Ongoing - Sunderland Heritage Forum meets on a regular basis supported through the City Council. City Council Staff from Culture and Tourism and the City's conservation team support the delivery of the Forum, and its agenda.
RECOMMENDATION 12 In order to make on-going improvements to the current Local Studies provision, funding opportunities continue to be explored pro-actively and accessed wherever possible	Hall, Jane	not set		
12.1 Work to continue to investigate opportunities for funding to support Local Studies Development, including areas such as digitisation and preservation and development of services	Hall, Jane	not set	●	<ul style="list-style-type: none"> Funding sources continue to be investigated. Work continues to digitise the City Council's non copyright materials and discussions ongoing corporately with regard to the City's document/records management system. Continue to monitor national funding programmes and initiatives.

A Place to Play Policy Review Recommendations

Summary Review Progress				
				Total
0	1	0	19	20
Recommendation and Action	Owner	Timescale	RAG	Progress
RECOMMENDATION 1 To identify potential sites for poster points in and around the city and also to identify the resources to purchase poster point.	Channing, Zoe	31/05/2010	★	<ul style="list-style-type: none"> Sites have been identified in consultation with music organisations and musicians. Conversations are being held with Communications to ensure links are made with activity across the city centre. Funding has been identified through Quick Wins.
RECOMMENDATION 2 To undertake research into best practice with regard to the management and maintenance of poster sites	Channing, Zoe	28/02/2010	★	<ul style="list-style-type: none"> Completed
RECOMMENDATION 3 To explore the development of a promoter's network for Sunderland including other forms of entertainment like dance and theatre.	Channing, Zoe	31/05/2010	★	<ul style="list-style-type: none"> The Arts & Creative Development Team attend the Promoters Network monthly meetings to exchange information. The Promoters Network has been involved in both the Sunderland Live Fringe Festival and the SPLIT Fringe Festival. Both events received financial support from the Community Arts Budget.
RECOMMENDATION 4 To identify existing and emerging promoters and look to develop support mechanisms within the city for promoters	Channing, Zoe	30/04/2010	★	<ul style="list-style-type: none"> Two workshops have taken place in Sunderland to support existing and emerging promoters. The Bunker is working in partnership with Generator to deliver the Music Business 2 Music Business seminars to support new music businesses in Sunderland between September and November 2010.
RECOMMENDATION 5 To continue to ensure that music plays a prominent part in festivals and flagship events and that relationships with the local music scene are further enhanced.	Channing, Zoe	not set	★	<ul style="list-style-type: none"> Music has featured as part of Sunderland Live, Sunderland International Friendship Festival, International Airshow and is scheduled to feature as part of Houghton Feast, the Christmas programme and the Seaside Towns Cultural programme 2011.
RECOMMENDATION 6 To support the development of music with both young people, adults and professionals through the development of Arts Centre Washington as a music venue.	Channing, Zoe	not set	★	<ul style="list-style-type: none"> The new Community Music Spaces offer a range of resources free of charge to musicians between the ages of 16 and 24 including: <ul style="list-style-type: none"> Practise rooms Instruments PA equipment Digital recording Studio Technical support These resources can be accessed on Tuesday and Wednesday evenings and Sunday afternoons. Music opportunities for young people continue to be developed through Remix, in association with Oxclose Music Project for ages 13 - 19 as part of the wider Remix programme offering free arts activities every week. Pandemic is a regular under 18's rock night organised in association with Oxclose and District Young Peoples Project performed by young people for young people. Hothouse is a monthly showcase for the best new rock and indie bands in the area and is organised in association with The Bunker, Sunderland In addition to its music development programmes, Arts Centre Washington hosts the weekly Davy Lamp Folk Club every Saturday night.
RECOMMENDATION 7 To hold discussions with youth development groups to consider the issues around transport for young people to access music events within the city centre.	Channing, Zoe	31/12/2010	★	<ul style="list-style-type: none"> A number of music opportunities have been created for those who can easily access the city centre. Additionally, opportunities are being created across the city to ensure all young people have access to music provision. Music development with young people in ongoing.
RECOMMENDATION 8 To identify and develop a Sunderland directory of rehearsal and performance spaces for performers, promoters and audiences.	Channing, Zoe	31/03/2010	★	<ul style="list-style-type: none"> Over the last 12 months we've been exploring alternative ways of providing this information. This now includes online provision, local music magazines and though informal meetings.
RECOMMENDATION 9 To explore the notion of a centralised ticket sale facility for the city.	Channing, Zoe	30/06/2010	★	<ul style="list-style-type: none"> Arts Centre is now the centralised ticket system facility for the city. The success for the city will be reviewed as regards to rolling it out to other sites across the city.

Recommendation and Action	Owner	Timescale	RAG	Progress
RECOMMENDATION 10 To raise awareness of the current marketing avenues available to promote music events and to explore a variety of different methods including the use of new technology.	Channing, Zoe	not set	★	<ul style="list-style-type: none"> The use of Facebook and Myspace to promote projects and events has increased and organisations continue to be signposted to www.sunderlandevents.com and the Tourist Information Centres to promote their activity.
RECOMMENDATION 11 To raise awareness of existing venues through the development, production and distribution of a Sunderland Music Directory.	Channing, Zoe	30/04/2010	★	<ul style="list-style-type: none"> Same as 8.
RECOMMENDATION 12 To continue to explore opportunities for a small to medium sized venue within the current regeneration of the city centre	Channing, Zoe	30/04/2010	●	<ul style="list-style-type: none"> Opportunities continue to be explored regarding a medium sized venue in the city. There has been a positive impact through North Shore Students Union coming back into the management of the University which has created a venue with capacity for 1600 which is attracting bigger bands. Ongoing
RECOMMENDATION 13 To raise the profile of the diverse range of music venues currently available in and around Sunderland that already cater for a variety of music genres.	Channing, Zoe	30/06/2010	★	<ul style="list-style-type: none"> The profile of music venues is now being raised through regular print publications, e-zines and social networking driven by promoters, venues and musicians. We are currently working with a national music industry publication on a city profile of Sunderland
RECOMMENDATION 14 To develop a venue network for the city that provides support and assists venues in supporting themselves.	Channing, Zoe	30/06/2010	★	<ul style="list-style-type: none"> This is being addressed via the Promoters Network meetings.
RECOMMENDATION 15 To highlight and signpost Springwell Village Hall as a model of good practice as a local community venue.	Channing, Zoe	30/06/2010	★	<ul style="list-style-type: none"> Conversations are ongoing between the Arts & Creative Development Team and Oxclose and District Young People's Project. To be linked into the music newsletter.
RECOMMENDATION 16 To support the refurbishment of Holy Trinity by the Churches Conservation Trust through partnership working that realises the potential of the venue as a hub of creative activity.	Channing, Zoe	not set	★	<ul style="list-style-type: none"> The Churches Commission are rethinking the development of the venue as a centre for creative activity. Arts & Creative Development will continue to support where possible.
RECOMMENDATION 17 To continue to offer advice, support and information to the University Big Band.	Channing, Zoe	not set	★	<ul style="list-style-type: none"> The Arts & Creative Development Team continues to promote the festival where possible and support activities. The City Council financially supported the festival in 2010 and an SIB application has been submitted for support towards the 2011 festival.
RECOMMENDATION 18 To identify resources within the City Council to address issues identified throughout the review report that will develop the infrastructure required for music to grow and develop in Sunderland in line with the overarching music strategy for Sunderland	Channing, Zoe	28/02/2010	★	<ul style="list-style-type: none"> Funding currently being provided on a project or events basis such as Sunderland Live Fringe Festival, the International Airshow, the Christmas Programme 2010 and the individual proposals to Youth Music. Funding for the long-term strategic development of music in Sunderland needs to be considered.
RECOMMENDATION 19 To look at the creation of a music development group, that includes the key music stakeholders within the city, to ensure a coordinated and joined up approach to the development and implementation of the recommendations of this review and the wider music strategy delivery plan.	Channing, Zoe	28/02/2010	★	<ul style="list-style-type: none"> The first meeting took place in May 2010. The second meeting is to be scheduled for November 2010.
RECOMMENDATION 20 To devise a delivery plan including key actions, milestones and costings to monitor progress on the review report and its recommendations, that will sit within the wider delivery plan for music development in Sunderland	Channing, Zoe	30/04/2010	★	<ul style="list-style-type: none"> Since the review, the involvement of musicians, promoters and venues in the development of music across the city has been substantial e.g. the delivery of the Stadium Concerts Fringe Festival and the Split Festival 2010 Fringe programme